

Transmittal Form for RBHS J-1 Application Processing Fees

*This form must be completed by the sponsoring department and attached to **each** application. For further information, please refer to the [Rutgers Visa Processing Fee Schedule](#) for your specific type of application.*

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW

- Name of Foreign National for Whom the Application is Being Filed:

_____ / _____
(Last) (First)

- Hiring Department & School _____ / _____

- Contact in Hiring Unit _____
(Name)

_____ / _____
(Campus Phone number) (E-mail)

- Type of Application being filed (*please check all that apply*):

J-1 Initial & Transfer \$250	J-1 Extension \$200	J-1 Expedited (5 working days if complete) \$200	J-1 Late Fee \$100	J-1 Amend Program Fee \$40
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For further information, please contact the Office of International Services at ois@global.rutgers.edu

FEE PAYMENT INSTRUCTIONS:

Enter a journal entry into Cornerstone to transfer the appropriate funds to **account# 900-1965-5091-3999-100-5220-74110**. Then complete all information in the box below and attach this form to your application request before submitting it to Rutgers Global – International Student & Scholar Services.

Total amount transferred via journal entry	\$ _____
Date transferred:	_____
JE / Transaction Number:	_____